How to Access the Vouchers System

- **What is the new Online Vouchers system and what will it allow me to do?**
  The new Online Vouchers system will enable you to submit and process an application completely online. The new Online Vouchers system is accessible from ADEConnect.

- **Can the paper applications still be used?**
  No, the new Online Vouchers system replaces the old and outdated paper process. Only online applications will be accepted beginning with the 2016 state fiscal year.

- **How do I access the new Online Vouchers system application?**
  An ADEConnect ID and password is required to access the new Online Vouchers system. Once you have access to ADEConnect, you will have to request access to the Vouchers system from your entity administrator.

- **How do I find out who the Entity Administrator is?**
  If you do not know who your entity administrator is, contact ADESupport at 602-542-2222, 866-577-9636, or **adesupport@azed.gov**. ADESupport will be happy to provide you with the name and contact information for the entity administrator for your facility.

- **How do I know what role to request?**
  Each user of the Online Vouchers system is assigned a role depending on his or her function. A user can have only one role. The following roles are available:

Role	Description
RTC User	Residential Treatment Center–Ability to create Initial Applications and submit claims
HSD User	Home School District—Ability to create Extension and HSD applications, approve Initial, Extension, and HSD Applications
SPA User	State Placing Agency—Ability to approve Continuing Applications
School Finance	Ability to process voucher claims for payment
Institutional User	Ability to create education voucher applications and submit claims for students in either ASDB or the Arizona State Hospital

*If you are an RTC or a SPA User, your entity administrators are Annie Sheppard and Deniece Hammons. Please contact us at vouchersunit@azed.gov.